



Deputy Director  
for Administration

DDA 84-2898/23

21 November 1984

NOTE FOR: DDCI

SUBJECT: Computer Study Panel

John,

Attached is a sample letter Danny sent  
to his panel members with a revised charter.  
If you have any problems with the charter,  
let me know.

Tc/ HARRY

Harry

Attachment:  
DDA 84-2898/22

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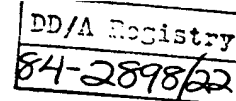
DDA/HEFitzwater:kmg/ [ ] (21Nov84)

Distribution:

- Orig - DDCI w/cy att
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14 November 1984

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[redacted]  
Central Intelligence Agency  
Office of Research and Development  
Washington, D.C. 20505

Dear Joe:

I was pleased that you were all able to attend the first meeting of the CIA Computer Study Panel on 5 November. The wide ranging discussions during the meeting and the many suggestions helped us focus on some promising alternatives. I have prepared a new draft of our charter which I believe reflects the understandings we reached during our discussions plus some guidance I received from Harry Fitzwater after our meeting. Enclosed is a copy for your review and comments, if you desire.

After the meeting I debriefed Harry Fitzwater. He seemed pleased that some new ideas (such as the remote location of an overflow storage capability) had been surfaced and discussed. When I told him about our "Zero Option" (no computers in present Headquarters or new building) he suggested two off-campus sites we should look at (one because it is nearby and available and the other because it is available and may have access to the required communications capability). He also wanted this option to include the alternative of an on-campus separate building specifically constructed for this purpose on the [redacted] acres he mentioned to us. For this alternative, we could assume that the parking and traffic problems could be solved. I have passed this guidance to [redacted] for the people in the support staff who are doing the "Zero Option" study.

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Our next meeting is scheduled for 0900, 27 November 1984 in the same conference room as our last meeting, 7D32. At that time, we expect to receive reports on the study of the "Zero Option" alternative as well as the studies of space-saving alternatives that would be applicable in the two space-limited options. Those will include [redacted] report on his analysis of the space saving benefits that can be expected from the use of new storage technology. In addition, the support staff will report on possible space saving benefits resulting from: Tertiary storage of selected files at a remote site; Move and co-location of community systems; Replacing old-technology computers. Information will also be provided on: -ODP growth curves (services and hardware); Logical splits of mainframes and storage by service; ODP people growth (staff, operations, applications, systems, contractors) and planned location of people; RFP for the LAN; Washington Area Wideband System (WAWS) list, and [redacted]

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Hopefully, these briefings and handouts will help fill the gaps in our knowledge and enable us to pin down guidelines for preparation of our report. You will note in the attachment that I have given us a little more time on our schedule. I think that Harry will be satisfied if we can finish our work during December so I have set 21 December as our target for the final report.

Looking forward to seeing you on November 27th.

Sincerely,

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Enclosure

## PANEL FOR CIA COMPUTER STUDY

I. Objective. The Panel's principal objective is to determine the most feasible and cost-effective method to prevent the continuing displacement of personnel in the Headquarters building by machines. This includes the new building currently planned for occupancy in the summer of 1987.

II. Options. The Panel will study the feasibility and costs of the following three options:

- A. Plan, design, operate and manage the candidate ADP systems so as to limit Headquarters and new building space dedicated to computer equipment to no more than the presently planned
- B. Plan, design, operate and manage the candidate ADP systems so as to limit the Headquarters and new building space dedicated to computer equipment to no more than
- C. Eliminate the need for dedicated computer space in the present Headquarters and new building by constructing a separate building specifically dedicated for computer equipment. (The "Zero Option") This option would include two alternatives, one in which the separate building would be constructed on the Langley compound and a second in which it would be constructed at a different site.

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\*(Options A and B will include examination of technical approaches which would reduce building space required for storage and/or provide for overflow of selected files to remotely located tertiary storage.)

III. Considerations. In accomplishing this study, the Panel will consider the following in its study of the options:

- A. Security. - The security risks and costs of each option will be examined including the areas of physical security, access control, COMSEC, and TEMPEST.
- B. Communications - The technical feasibility, risks and costs of providing required communications for each option will be studied. Sufficient redundancy to provide required level of operational availability must be considered.

- C. Growth - Provision must be made for each option to accommodate the 1987 estimated workload and projected growth through 2002. Approach should provide flexibility to accommodate further growth.
- D. Site Selection - Where cost effective, advantage should be taken of existing facilities, real estate and/or communications when selecting remote sites for use with any of the options.
- E. Personnel - Personnel levels, personnel locations and office space needs (in addition to computer space) shall be considered for each option. Personnel impact of any proposed relocation should be addressed.
- F. Costs - Risks and estimated costs for each option will be included.

IV. Support. CIA staff support will be provided in the following disciplines:

A. Panel Executive Secretary -

B. Logistics -

C. Communications -

D. Data Processing -

E. Security -

V. Panel Membership:

A.

B.

C.

D.

E.

F.

G.

VI. Report Date.

A. Preliminary Report - 17 December 1984

B. Final Report - 21 December 1984